

COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND

RESOLUTION NO. R-13-02

Introduced By **City Council**

Date Introduced **July 9, 2012**

Date Adopted **July 9, 2012**

Date Effective **July 9, 2012**

A RESOLUTION

OF THE COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND APPROVING
CERTAIN PROJECT TRACKING FORMS AND MANDATING THEIR USE IN THE CITY
OF SEAT PLEASANT.

WHEREAS, the City of Seat Pleasant, Maryland desires to standardize its grant and contract processes and to provide more accountability relative to these issues; and

WHEREAS, the City of Seat Pleasant desires to establish standard procedures for obtaining, using and disbursing grant funds and for procuring materials and services by the City; and,

WHEREAS, the City of Seat Pleasant Government Affairs & Technology Committee, who was tasked with reviewing these issues, recommends that the City utilize certain forms to ensure the use of uniform procedures throughout the City with respect to grants and contracts; and

WHEREAS, the forms recommended for use by the City are: Grant Project Guidelines Overview, Contract Project Guidelines Overview, Process for Contract/Grant Project Tracking, and Project Tracking Form, all of which are attached hereto as Exhibits A – D respectively; and

WHEREAS, the Council of the City of Seat Pleasant has reviewed the aforementioned forms and desires to approve them and require their use by all departments throughout the City.

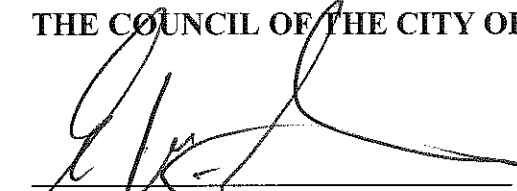
NOW, THEREFORE, BE IT RESOLVED THAT, the Council of the City of Seat Pleasant hereby approves the use by the City of the following forms, which are attached hereto and incorporated herein by reference: Grant Project Guidelines Overview (Exhibit A), Contract Project Guidelines Overview (Exhibit B), Process for Contract/Grant Project Tracking (Exhibit C) and Project Tracking Form (Exhibit D).


BE IT FURTHER RESOLVED THAT, the four documents approved herein shall be used by all departments throughout the City of Seat Pleasant.


BE IT FURTHER RESOLVED THAT, this Resolution shall take effect immediately upon its adoption.


READ AND PASSED THIS 9th **day of** July, 2012.

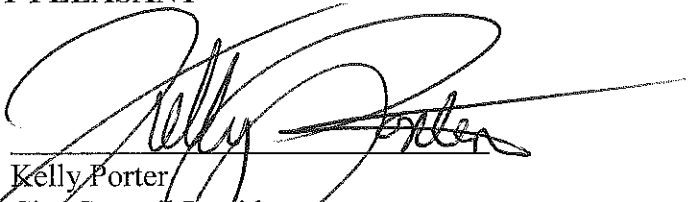
THE COUNCIL OF THE CITY OF SEAT PLEASANT



Eugene W. Grant
Mayor

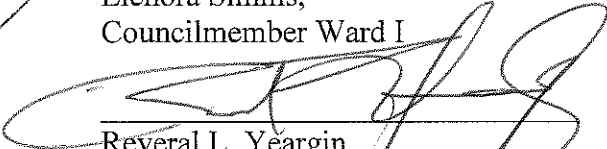

Johnie L. Higgs, Sr.
Councilmember-At-Large



Aretha A. Stephenson,
Councilmember Ward II


Gerald R. Raynor, Sr.,
Councilmember Ward IV



Kelly Porter
City Council President


Elenora Simms,
Councilmember Ward I


Reveral L. Yeargin,
Councilmember Ward III


Darrell B. Hardy,
Councilmember Ward V

Attest:


Dashaun N. Lanham
City Clerk